

# FLORIDA HIGHWAY PATROL

## POLICY MANUAL



**SUBJECT**  
CHAPLAIN PROGRAM

**POLICY NUMBER**  
24.01

**ISSUE DATE**  
02/01/96

**APPLICABLE CALEA STANDARDS**

**REVISION DATE**  
07/01/07

**TOTAL PAGES**  
5

### 24.01.01 PURPOSE

Establish guidelines for the organization, qualifications and responsibilities of the Florida Highway Patrol Chaplaincy Program.

### 24.01.02 POLICY

The Florida Highway Patrol Chaplaincy Program is to provide a trusted individual in whom all Florida Highway Patrol personnel and their families may confide when seeking guidance and to minister to such needs of all employees. A Chaplaincy Program may be implemented within a troop at the discretion of the Troop Commander.

### 24.01.03 RESPONSIBILITIES

The Chaplain's duties and responsibilities shall include the following:

- A. Assist in notifying families of employees or motorists seriously injured or killed.
- B. Visit injured employees.
- C. Visit employees or family members who are hospitalized.
- D. Attend and/or participate in funerals of active or retired employees of the Florida Highway Patrol.
- E. Provide counseling for employees and their families regarding personal or family problems upon their request.
- F. Visit Patrol stations and attend meetings to become familiar with the operations of the Florida Highway Patrol.
- G. Keep all Departmental information confidential.
- H. Be available to ride with members upon authorization of the District Commander.
- I. When appropriate, Chaplains should provide input to the Department on problems, needs, concerns and interests learned from the community.
- J. Chaplains will provide support services and counseling of a non-denominational nature to Department employees and their families upon their request.

#### **24.01.04 PROCEDURES**

- A. The Florida Highway Patrol Chaplaincy Program will consist of a Senior Chaplain and Field Chaplains. The Senior Chaplain will be appointed by the Director of the Florida Highway Patrol and will serve as Program Coordinator. The Senior Chaplain will maintain contact with the Deputy Director of Law Enforcement Support Services in General Headquarters. Troop Commanders will receive applications for Chaplains (the State of Florida Employment Application shall be completed for background information purposes only) from within their troops and shall approve or disapprove all appointments and reappointments. All appointments shall be for one year. Field Chaplains will be responsible for ministering to Florida Highway Patrol personnel and families in their district. Each Florida Highway Patrol district may have one Chaplain; large districts may require more than one.
1. Florida Highway Patrol Chaplains will serve on a voluntary basis and without compensation.
  2. The Troop Commander shall appoint a committee composed of at least one non-sworn and two sworn employees within the district to submit recommendations for the appointment of an applicant to the Chaplain Program for approval via the District Commander.
  3. Prior to appointment, the applicant for Chaplain must have the written recommendation of the District Commander, based on recommendations from the committee.
- B. The following qualification factors shall be considered by the committee in making recommendations for Chaplain and by the Troop Commander in making the appointment.
1. Be a duly ordained minister in a church, or church related organization, or Chaplaincy program.
  2. Be an ecclesiastically certified person in good standing and endorsed for the Florida Highway Patrol Chaplaincy by a recognized religious body. The applicant must have three years of experience in the ministry.
  3. Show a personal interest in the Florida Highway Patrol Chaplaincy Program by training, work experience, and interest in law enforcement.
  4. Must be available to respond on a 24-hour basis in the event of an emergency.
  5. Never have been convicted of a criminal offense. Minor traffic violations are excluded.
  6. Possess a valid Florida driver license.
  7. Indicate a willingness to be involved in training that would enhance a person's efficiency in meeting and dealing with people in a crisis. The applicant should also be familiar with community medical, psychiatric, and other such resources in the local area.

8. Be willing to respond to any situation where the presence of a Chaplain is needed.
  9. Possess experience and professional maturity, emotional stability and personal flexibility.
  10. Must have a caring and understanding attitude toward all regardless of race, sex or religious beliefs.
  11. Grooming and appearance standards should be consistent with the Patrol's image.
  12. Be a citizen or legal resident of the United States and the State of Florida.
  13. Must successfully complete a background investigation, criminal history and driver license check. Digital fingerprints must be on file as well.
- C. The Chaplain is to be considered a part of the Florida Highway Patrol and is to be shown the courtesy and respect due the position. The Chaplain will be made welcome at Florida Highway Patrol stations and functions. The Chaplain will be authorized to talk with personnel, have access to Patrol facilities, and other phases of the Department. The Chaplain is also to be kept informed of what is going on in the district and throughout the State with regard to programs of the Florida Highway Patrol.
- D. The Chaplain is not a law enforcement officer and will not be permitted to carry any firearm while functioning as a Florida Highway Patrol Chaplain. While riding with members, Chaplains are not to become involved with official law enforcement duties, unless requested to assist by a member.
1. The District Commander will have the authority to authorize a Chaplain to ride with a member in a particular area based upon specific situations existing at a particular time and where the need would benefit an employee or employees of the Patrol.
  2. Prior to riding with a member, a Chaplain must receive his/her consent.
  3. Discussions with news media of any Florida Highway Patrol actions, situations or investigations by the Patrol are prohibited.
- E. Information of a sensitive nature shall be considered privileged information and shall remain with the Chaplain.
- F. Florida Highway Patrol Chaplains will be issued a photograph I.D. card and certificate of appointment. They will be required to display the Florida Highway Patrol identification card, when necessary, while performing any duties of a Florida Highway Patrol Chaplain. When a Chaplain leaves the Chaplaincy Program, the I.D. card must be turned in to the Troop Commander who will return it to GHQ.
- G. A Florida Highway Patrol Chaplain shall be considered a "volunteer" for the purposes of Sections 110.501-.505, Florida Statutes.

- H. The Director or Troop Commander may remove an incumbent Field Chaplain for just cause:
  - 1. Just cause shall include, but not be limited to any violation of the provisions of this policy or the willful violation of statutory authority, Department rules, regulations or policies.
  - 2. The Director may remove the Senior Chaplain for just cause as outlined above.
  - 3. In every event, the decision of the Director regarding the removal of an incumbent Chaplain shall be final.
- I. A quarterly report of Volunteer Services Form (HSMV 91084)(See Addendum 24.01-1) shall be completed and submitted to the Deputy Director of Law Enforcement Services reporting all volunteer services rendered in each troop. This report is due the 15th of the month following the end of each quarter.
- J. Chaplains shall provide services in a non-denominational and ecumenical manner. Chaplains shall not disparage other religions, use public resources to aid any church, sect, religious denomination or sectarian institution in violation of the Florida Constitution or in any manner impose their religious beliefs upon others. If specifically asked, they may provide spiritual counseling and guidance that reflects their religious orientation.
- K. Chaplains shall not use their position with the Department or their Department credentials to obtain special privileges or other personal benefits for themselves or others.

TO: Bureau of Personnel Services

FROM:

SUBJECT: QUARTERLY REPORT OF VOLUNTEER SERVICES

DATE:

I. For the quarter beginning and ending:

\_\_\_\_\_ January 1 - March 31 \_\_\_\_\_ July 1 - September 30  
\_\_\_\_\_ April 1 - June 30 \_\_\_\_\_ October 1 - December 31

II. Regular-Service Volunteers

- a. Total number of volunteers: \_\_\_\_\_
- b. Total number of hours: \_\_\_\_\_
- c. Location(s) of volunteers: \_\_\_\_\_  
\_\_\_\_\_
- d. Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

III. Occasional-Service Volunteers

- a. Total number of volunteers: \_\_\_\_\_
- b. Total number of hours: \_\_\_\_\_
- c. Location(s) of volunteers: \_\_\_\_\_  
\_\_\_\_\_
- d. Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

IV. Material Donors

- a. Total number of volunteers: \_\_\_\_\_
- b. Total number of hours: \_\_\_\_\_
- c. Location(s) of volunteers: \_\_\_\_\_  
\_\_\_\_\_
- d. Brief description of duties: \_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

Division Director or Higher Authority

PREPARED BY: \_\_\_\_\_  
Name Title